



# UPV Guide for Foreign Students

## CONTENTS

1. Structure of university courses
2. The Spanish credit and grading system. European credits
3. UPV courses and degrees
4. Academic calendar
5. UPV Student Service
  - University Admission courses at UPV
  - Grants

## 1. STRUCTURE OF UNIVERSITY COURSES

The Spanish university system is being adapted to the European Space for Higher Education (ESHE). The 2011/2012 is the second year in which it is being implemented, and in all institutions the previous course structure, divided into first-cycle degrees (3-year Diploma, Technical Architecture, and Technical Engineering degrees), first- and second-cycle degrees (5-year B.Sc., Architecture, and Engineering degrees), and third-cycle degrees (2 to 5-year Ph.D. degree) is currently coexisting with the new structure (Graduate, Official Master's and Ph.D. degrees), which will gradually replace the former structure.

Any Erasmus students who wish to stay at our University will be able to choose their courses from among the various study plans in force.

Students should check whether the subjects chosen belong to a study plan in force, either for the former or the new degrees.

### **Graduate degree:**

Graduate courses are meant to prepare students for professional activity.

Study plans for Graduate degrees include 240 credits, distributed over four years. At the end, a Graduate final project is produced and submitted, with a credit load of between 6 and 30 credits.

### **Official Master's degree:**

University Master courses are meant to provide advanced professional training aimed at academic and professional specialisation and research.

Study plans for Master's degrees include between 60 and 120 ECTS credits, distributed over one or two years. At the end, a Master's final project is produced and publicly read, with a credit load of between 6 and 30 ECTS credits.



### Ph.D. degree:

Ph.D. courses are meant to provide advanced training in research techniques.

Their duration is not established in credits. Rather, it is based on a Ph.D. programme, which comprises a training period and a research period (Ph.D. thesis).

## 2. THE SPANISH CREDIT AND GRADING SYSTEM. EUROPEAN CREDITS

In the study plans that remain in force (not adapted to the ESHE), one Spanish credit represents 10 teaching hours, either theoretical or practical, except for some plans which have no credits assigned. In the new study plans, adapted to the European Space of Higher Education, European credits or ECTS credits are used.

When an Erasmus student coming to UPV chooses subjects from the previous plan, he/she must check the equivalence between the credits assigned and ECTS credits.

ECTS credits are the standard used by all ESHE universities to ensure academic recognition of courses taken abroad.

They increase educational quality and favour student mobility through various Universities, thus measuring higher education in Europe by means of common criteria.

The European Credits Transfer System measures the total time that is required to take a subject: theoretical and practical classes, study, projects, etc. One ECTS credit equals 25 hours of student work.

The ECTS system establishes that a student's total workload over one academic year amounts to 60 credits. Therefore, one semester equals 30 credits, and one quarter equals 20 credits. The minimum number of hours per credit is 25, and the maximum number is 30.

The European Commission has published an ECTS User's Guide, which can be found at:

[http://ec.europa.eu/education/lifelong-learning-policy/doc/ects/guide\\_en.pdf](http://ec.europa.eu/education/lifelong-learning-policy/doc/ects/guide_en.pdf)

### GRADING SYSTEM

The Spanish grading system is a decimal system ranging between 0 and 10.

These grades will be given in grade lists together with a non-numerical grade. In order to pass a subject, a grade equal to or higher than 5 is required. Passing most subjects involves taking a final written or oral examination.

Should a student fail to pass an end-of-quarter or end-of-semester examination, he/she has the chance to take it again in July (ESHE-adapted study plans) or in September (previous study plans).

0-4.9:	Fail ( <i>Suspense</i> – SS)
5.0-6.9:	Pass ( <i>Aprobado</i> – AP)
7.0-8.9:	Merit ( <i>Notable</i> – NT)
9.0-10:	Distinction ( <i>Sobresaliente</i> – SB)

An additional distinction (*Matrícula de Honor*) may be granted to the best students who have obtained a *Sobresaliente* distinction.



### 3. UPV Courses and Degrees

#### Graduate Degree

UPV is offering 35 graduate degrees in the 2012-2013 academic year:

<https://www.upv.es/estudios/grados/index-eng.html>

#### University Master's and Ph.D. Degrees

Students may choose from among almost **60 university Master's degrees** in all domains of knowledge at UPV.

<http://www.upv.es/estudios/posgrado/masteres-por-ramas-en.html>

Registration fees for these Master's degrees are subsidised and regulated by Spanish and regional authorities. In this way, fees are usually much lower than those for the university's own degrees (non-subsidised). In addition, students may apply for Ministry, Council, or UPV grants.

As for a Ph.D. degree, its aim is advanced student training in research techniques. It comprises a training period and a research period aimed at producing and submitting a Ph.D. thesis, which is an original research work. The current offer at UPV follows the most demanding quality systems in Spanish higher education.

### 4. ACADEMIC CALENDAR. 2012-2013 ACADEMIC YEAR

#### Graduate and Master's Degrees

##### - Teaching

1st semester: 1st half September – late January

2nd semester: early February-2nd half June

##### - Evaluation dates by syllabus

1st semester: 2nd half February

2nd semester: 1st half July

#### First and Second Cycle

##### - Teaching

1st semester: 1st half September – 2nd half December

2nd semester: late January- early June



#### - Evaluation dates by syllabus

1st quarter:

January (ordinary exam)

1st half April or 1st half July (extraordinary exam)

2nd quarter and annual subjects:

June (ordinary exam)

2nd half July or 1st half September\* (extraordinary exam)

Extraordinary exam for students with at most three subjects

to complete the degree: 1st half December

(\*) Dates to be chosen by the teaching institution

#### Holidays

##### - Christmas

From 24th December to 6th January

##### - Holy Week and Easter

Depends on dates (approx. 11 days)

##### - Fallas (local holiday\*)

16th-19th March

(\*) Local holidays vary for the Alcoy and Gandía campuses

Specific information on the annual academic calendar can be found clicking on the following link:

<http://www.upv.es/perfiles/estudiante/calendario-academico-en.html>

## 5. UPV STUDENT SERVICE

The Student Service is a UPV central administrative service, mainly aimed at pre-university, first-cycle, second-cycle, and third-cycle (Ph.D.) students.

As a central unit, it coordinates procedures and actions related to the students registered in the various University centres, managing the processes related to University Admission, Registration, approvals, open-credit offer, Grants, Degrees, Master's and Ph.D. degrees, through its various administrative units.

<http://www.upv.es/entidades/SA/index-es.html>



## University Admission Courses at UPV

How can you access university if you have taken courses in a non-Spanish educational system?

### A. If pre-university courses have been taken and completed in their entirety.

1. The interested parties must request approval of their equivalence to the Spanish Baccalaureate (*Bachillerato*) by the Spanish Ministry of Education, Culture, and Sports.

Information on this procedure can be found at:

#### Ministry of Education

<http://www.educacion.gob.es/educacion/sistema-educativo/convalidaciones/titulos-no-universitarios.html>

2. Taking the University Admission Examination organised by the Spanish National Distance Learning University (UNED). Information on registration and on the structure of this Examination can be found at:

#### UNED – University Admissions Examination

[http://portal.uned.es/portal/page?\\_pageid=93,24323761,93\\_24323762&\\_dad=portal&\\_schema=PORTAL](http://portal.uned.es/portal/page?_pageid=93,24323761,93_24323762&_dad=portal&_schema=PORTAL)

3. Pre-enrolment in the courses to be taken. To find more information on the Pre-enrolment process, please click on the following links:

#### Pre-Enrolment

<http://www.upv.es/estudios/futuro-alumno/preinscripcion-en.html>

#### Pre-Enrolment Regulations

<http://www.upv.es/entidades/SA/acceso/520972normalc.html>

### B. If university courses have been taken but not completed, and the student wishes to complete them in Spain.

Students must follow the following procedures, as published in ROYAL DECREE 1742/2003 of 19 December:

1. Students who have taken foreign university courses which may be partially approved as equivalent to Spanish courses, shall, in order to continue their studies or equivalent in Spanish universities, submit an application for admission and approval to the university rector, who shall act following the criteria established by the Governing Council, always taking the student's university record grades.
2. Students who have taken partial foreign university courses which have not been approved as equivalent to, at least, the first full year or 60 credits of the Spanish course which they wish to take, shall follow the admission procedure established by the university in question.

Further information can be found at: **Approval regulations**

[http://www.upv.es/entidades/SA/ciclos/Convalidacion\\_adaptacion.pdf](http://www.upv.es/entidades/SA/ciclos/Convalidacion_adaptacion.pdf)

### C. If university courses have been taken and completed

Foreign students who hold a foreign degree may choose between applying for its approval as equivalent to an official Spanish degree (handled by the Spanish Ministry for Education, Culture, and Sports) or applying for approval of partial studies, taking into account that both options cannot be taken at the same time.

For further information, please click here: **Degree approval**

[https://sede.educacion.gob.es/en/catalogo-tramites/gestion-titulos/estudios\\_universitarios/homologacion-titulos-extranjeros-educasup.html](https://sede.educacion.gob.es/en/catalogo-tramites/gestion-titulos/estudios_universitarios/homologacion-titulos-extranjeros-educasup.html)



#### **D. If the student wishes to take a course as a visiting student**

A visiting student at UPV is defined as any student who, having been authorised to do so, is taught at any UPV Centre, with no academic recognition of any courses previously taken or of any courses taken in this university. Visiting student regulations are the same for Spanish and for foreign students. More information can be found at:

<http://www.upv.es/entidades/SA/ciclos/U0552471.xps>

#### **E. Admission to Third Cycle courses**

Students who wish to take Third Cycle courses must choose between having their title approved as equivalent to an official Spanish degree, as explained in section C, or obtaining a favourable admission decision granted by the University Rector on the basis of a report from the relevant department.

### **GRANTS**

Students who wish to apply for Ministry of Education, Culture, and Sports grants or Regional Government grants must have a Spanish national foreigner ID number, as well as a residence permit. 1<sup>st</sup> and 2<sup>nd</sup> cycle students may apply for these grants. Further information can be found at:

#### **Ministry of Education (Grants)**

<https://sede.educacion.gob.es/catalogo-tramites/becas-ayudas-subvenciones/para-estudiar.html>

#### **Ministry of Education, Culture, and Sports Regulations:**

<http://www.upv.es/entidades/SA/becas/U0411895.pdf>

(RD 1721/2007 of 21 December, establishing the conditions for grants and personalised maintenance aids).

<http://www.boe.es/boe/dias/2012/07/05/pdfs/BOE-A-2012-9007.pdf>

(RD 1000/2012 of 29 June, establishing income and family wealth thresholds, as well as grant and maintenance aid amounts for the 2012-2013 academic year, and partially modifying Royal Decree 1721&2007 of 21 December, establishing the conditions for aids and personalised maintenance aids).

#### **Regional Valencian Government Regulations:**

[http://www.cefe.gva.es/univ/es/ayudas\\_y\\_becas.htm](http://www.cefe.gva.es/univ/es/ayudas_y_becas.htm)